

Safe Sport
Protecting children, young people, and vulnerable adults

Scottish Hockey

Photography and Video Policy
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Children, young people, and vulnerable adults must be protected from those who would seek to use photos and videos to place them at risk of harm. Scottish Hockey recognises that photography and filming may take place in different ways (e.g., official/event photography, coaching/performance filming, media activity, CCTV, and incidental/spectator filming in public areas). Where Scottish Hockey (or its affiliated clubs) arranges, commissions, or authorises photography/filming that includes children or young people, consent must be obtained from the child/young person and their parent/carer (as appropriate) before images are taken and/or used. Where incidental images are captured in public areas, Scottish Hockey will take reasonable steps to promote safe practice and respond to concerns.

Consent and opt-out: Consent for official Scottish Hockey photography/filming can be withdrawn at any time by contacting the event organiser or Safeguarding and Welfare Officer. Where consent is withdrawn, Scottish Hockey will take reasonable steps to stop further capture and/or use and to remove images from future publications where practicable (noting that content already printed, broadcast, or shared by third parties may not be fully retractable).

Photos and video clips can be used to celebrate achievements, promote your activities, and let people know about your team, club or sport. Footage is also recorded for performance development reasons and content may also be taken through the following means:

- The use of closed-circuit television (CCTV);
- Running live online sessions involving children, young people, or vulnerable adults;
- Live streaming events involving children, young people, or vulnerable adults.

The aim of these guidelines is not to curb such activity but to ensure that children, young people, and vulnerable adults are protected from those who would seek to take or manipulate photos and video footage in a way that harms children or places them at risk of harm. This could lead to safeguarding risks such as:

- Images being modified or misused out of context, for example, to create children, young people, or vulnerable adult abuse images;
- Children, young people, or vulnerable adults being identified for the purpose of future grooming and abuse;
- Children, young people, or vulnerable adults being identified by an existing perpetrator of abuse;
- Revealing children, young people, or vulnerable adults who may be under police or social service protection.

Hockey activities are often in areas where organisers have little or no control over the environment or areas to which the public have general rights of access, e.g. public paths. In these circumstances, organisers should take all reasonable steps to promote the safe use of photographing and filming and to respond to any concerns raised.

Management of photography and videos

Scottish Hockey will take reasonable steps to promote the safe use of photography and filming at events and activities. Where filming, photography and/or live streaming is planned or likely to take place, organisers will make this clear in advance and/or on the day (for example, through event information, signage, or announcements), and will encourage responsible filming practice. However, it is not possible to prevent individuals from taking photographs or videos in public places.

Spectators and parents/carers filming: Scottish Hockey recognises that parents/carers and spectators may wish to take photos or short video clips for personal and family use. Where this is permitted, it must be done responsibly and in line with event conditions: no photography/filming in changing rooms, toilets or other restricted areas; do not focus on a single child/young person other than your own; follow any instructions from event organisers (including designated filming areas or requests to stop); and do not share images online in a way that identifies or locates a child/young person. Where an opt-out has been recorded, organisers will take reasonable steps to help manage this (for example, advising where practical and responding to concerns on the day).

Scottish Hockey (and its affiliated clubs) may restrict or prohibit photography, filming or live streaming at any event or activity where this is necessary to protect children, young people or vulnerable adults, to manage privacy (including in changing areas), or where a safeguarding concern has been identified. Event organisers may set and enforce conditions (for example, designated filming areas, the use of accredited photographers only, and no filming in restricted zones).

Where photography or filming is permitted, a Photo Consent Form should be completed with subsequent permission granted from a parent(s)/carer(s) and children, young people, or vulnerable adults.

Upon completion, the following guidelines should be followed:

- Photographers must check-in with event organisers and be easily identifiable for the duration of the event or activity. A hi-vis vest, badge or sticker may be issued to identify those with permission to photograph or film;
- Children, young people, or vulnerable adults must never be portrayed in a demeaning, tasteless or provocative manner. Children should never be shown in a state of partial undress, other than when depicting an action shot within the context of the sport. Attire such as tracksuits or t-shirts may be more appropriate;
- One-to-one / unsupervised access: Photographers and videographers must not have unsupervised access to children, young people or vulnerable adults. One-to-one filming/photography should be avoided. Where it is genuinely necessary (e.g., a specific coaching or performance purpose), it must take place in an open

and observable environment, with prior agreement from the parent/carer and the child/young person (as appropriate), and with the organiser/coach aware and able to supervise.

- Decisions about publishing images should reflect the best interests of the child, young person, or vulnerable adult, and should consider whether they might place the individual at risk. Special care must be taken in relation to vulnerable children, young people, or adults, such as those in care, fleeing domestic violence or some disabled individuals;
- Publishing and identification: Do not publish images alongside information that could identify or locate a child/young person (e.g., full name, school, home address, regular venues or schedules). Avoid tagging children/young people in social media posts, and disable or remove location/geotag information where possible. Use first names only (or no names) unless there is a clear reason and consent has been given.
- Where photographs and/or video footage is used for training and development purposes, coaches must follow best practice for the appropriate use of the images, consent and safe storage of the information;
- If there are concerns about indecent images of young people under 18 years of age being taken or shared, this is classified as child abuse imagery and must be reported immediately to the police.

Storage of Photography and Video

Scottish Hockey stores photography and video content on a secure storage network. Access to this storage is only available to Scottish Hockey staff with a registered staff account. Sharing from this network to anyone outside the organisation is restricted and the following guidelines should be adhered to:

- Access and handling: Only authorised staff/volunteers should be given access to folders containing images of children, young people, or vulnerable adults, and access should be removed when no longer required.
- Retention and deletion: Images and footage must be kept only for as long as needed for the stated purpose and then securely deleted in line with Scottish Hockey retention arrangements.
- Sharing controls: Do not share original files via personal email, messaging apps, or personal cloud accounts. Where sharing is necessary, use approved organisational systems and share the minimum required.
- Links to folders containing photographs and video content of children, young people, or vulnerable adults, must be password protected with an expiry date link

Facilitation of this network is through Microsoft One Drive Cloud Storage.

Live streaming and online sessions: Where events or sessions involving children/young people are live streamed or recorded, Scottish Hockey will take reasonable steps to ensure appropriate privacy and safeguarding controls are in place (for example, restricting camera angles, avoiding unnecessary close-ups, moderating interactive

features where applicable, and making clear to participants and spectators when streaming/recording is taking place).

Mobile phone cameras

Children, young people, or vulnerable adults have been placed at risk as a result of the ability to discreetly record and transmit images through mobile phones. Care is required in areas where personal privacy is important, e.g. changing rooms, bathrooms and sleeping quarters. No photographs or filming should ever be permitted in such areas.

Concerns

Anyone behaving in a way that could reasonably be viewed as inappropriate regarding filming or taking photographs should be reported to the Safeguarding and Welfare Officer through the Reporting a Concern procedure or directly to the police.